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அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

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08.10.2026

All Secretaries to Ministries,
Heads of Departments, and
District Secretaries

Settlement of Outstanding Expense Vouchers (EVs) – Bills and Liabilities in the ITMIS

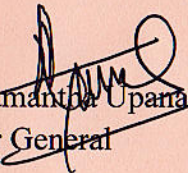
It has been observed that a significant number of Expense Vouchers (EVs) remain unsettled as outstanding bills and liabilities within the Integrated Treasury Management Information System (ITMIS).

To rectify these records, you are instructed to strictly adhere to the operational guidelines set out in **Annexure 1** attached herewith, with immediate effect. All relevant operational steps for handling unpaid vouchers and data entry errors must be executed promptly by your respective institutions.

Please be informed that failure to adhere to these instructions, resulting in the continued representation of outstanding EVs (bills and liabilities) in the system, will adversely affect your institution's ability to obtain imprest releases from the Treasury.

Your prompt personal attention and strict compliance in this regard are strongly requested to maintain smooth financial operations.

Thank you for your cooperation


W.A. Samanthi Upananda
Director General

Operational Instructions for End users - Unsettled EVs in the ITMIS system

Steps to be followed for each applicable scenario

1.Scenario A

Un-Paid Voucher (Imprest Released from TOD)

Action - Complete the Payment Process immediately through the system.

Otherwise, TOD will be unable to release the imprest to the relevant office, as these expenditure vouchers (EVs) will continue to appear in the Payment Arrears Report.

1st Step :- Create Payments Extract

Menu ---> Treasury Management ---> Payments ---> Create Payments Extract

2nd Step :- Payments Extract Payments

Menu ---> Treasury Management ---> Payments ---> Payments Extract Payments
(complete all Levels Approved/Release/Deliver)

2.Scenario B

Un-Paid Voucher (Imprest Not Received)

Action - Please coordinate with your relevant Heads or TOD and request the requirements as soon as Possible

Mentioned the EV No's and request the Imprest from Relevant Head Office.

3. Scenario C

Un-Paid Voucher (Duplicate / Not Use)

Action - * Please check them and "Revert" them immediately

- If Obligation Related Ev's Close the Obligations

1st Step: - Revert the Ev

Menu ---> Expenditure ---> Expense Voucher---> Open the Expense Voucher --->
click Revert Button ---> Then Complete the transition for the new reversed voucher
(Approved, Certify)

2nd Step :- Close Obligation

Menu ---> Budgeting & Appropriation ---> Obligation ---> Open the Obligation Voucher ---> Select Close (Status) ---> click Update ---> then click ok with both confirmation message ----> then Complete Change request (Request for approval , Approved)

4. Scenario D

Un-Paid Voucher (Domestic Amount Zero)

Note: - This kind of vouchers are End User's Data Entry Mistakes,

Cross Entries should be recorded with Journal Voucher

At any point you cannot generate zero Value vouchers to the ITMIS , for further clarification please contact Relevant Sector Manager.

Mandatory System Practices with Immediate Effect

1. Ensure to include the Obligation Number, Expense Voucher Number and Cheque Number in every single voucher in order to avoid duplicate entries in the system.
2. Mention the GSLR (Generic Subledger Register) Number in your Deposit Ledger as a reference number for each entry or maintain an excel document for future reference.
3. Mention the Accountable advance Number in advance Ledger or maintain excel document for Future reference. (Follow the Correct Instructions of the advance recovery)

Note: - If you have any clarification regarding the entries with ITMIS, please make sure you get advice from your relevant Sector Manager.